



DEADWOOD ARBORISTS | TREE CARE SPECIALISTS

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ARRANGEMENTS & SCHEDULE

FOR REPORTING ACCIDENTS

The procedure below is to be followed by the applicable responsible persons (team leader/manager/director) when recording and reporting any accidents at work to a sufficient level. If the responsible person (team leader) is in doubt then escalate the process further to a senior staff member within Deadwood Arborists (director/manager).

When recording any and all accidents that have occurred, witness statements should be logged as applicable.

Any accidents including the following specified injuries are deemed as RIDDOR reportable and must be treated as such with the HS contacted to officially record the details and for the provision of guidance in the next steps:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Details	Yes?	No?	Procedure Efficiency	Next Step
Is the incident a near miss rather than a recordable accident?	Report to Liam Hughes as a near miss.	See next step.	Sufficient – Near miss recorded by Liam Hughes. Insufficient – See next step.	Elevate as an accident to apply first aid and complete accident form as required.
Is the accident minor with sufficient first aid provided and the appropriate accident form completed?	Confirm the efficiency of this process.	Complete this process and then confirm the efficiency.	Sufficient – Report the incident to Liam Hughes & provide recorded details so he may store the data. Insufficient – See next step.	Seek additional medical support as required. Report to Liam Hughes so he may provide guidance in escalating the matter as necessary.
Is the accident major (involving one or more of the specified injuries listed above) with urgent	Seek urgent medical care & report to Thomas or Liam Hughes –	See process above.	Sufficient – Report the accident to Liam Hughes and record all details once responsibility for medical care has been handed over as required.	Liam Hughes must deem the incident as a RIDDOR reportable event and

or elevated medical support required?	ambulance or A&E as required.		Insufficient – See below.	contact HSE as appropriate.
Is the accident fatal?	Contact emergency services and report to Thomas or Liam Hughes.	See process above.	Report the fatal accident to Liam Hughes and record all details once responsibility for persons involved has been handed over to emergency services as required.	Liam Hughes must deem the incident as a RIDDOR reportable event and contact HSE as appropriate.
Does the accident involve a member of the public?	Report to Thomas or Liam Hughes. Offer first aid or seek urgent medical care as required. Record details on incident form.		Report the accident to Liam Hughes and record all details once responsibility for medical care has been handed over as required. Provide Liam Hughes with details of persons subject to the accident for further communication.	Liam Hughes must deem the incident as a RIDDOR reportable event and contact HSE as appropriate.

Additional guidance on management of accidents and RIDDOR reporting can be found on the HSE website.

Deadwood Arborists Tree Care Specialists Ltd. action all behaviours and operations surrounding accidents as per the official guidance of the HSE and determine their services as the go to for the reporting of all incidents and to seek guidance for the avoidance of doubt when unsure how to proceed.

The HSE can be contacted online; <https://www.hse.gov.uk/contact/index.htm> or RIDDOR reporting can be completed with a call the Incident Contact Centre on 0345 300 9923.